

A. Information about the Suggestor:

25X1A

[REDACTED], GS-7, Supply Officer, DDP/NE

B. Summary of the Suggestion:

The suggestor proposes the adoption of a standardized filing system on an Agency-wide basis.

C. Evaluation of Concerned Offices:

The Chief, General Services has advised the Committee that actual development of a standard system was started in August, 1952 and initial printing of the proposed filing manual has been received and is now under consideration for approval as the Agency standard. Files attached for Committee reference.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggestor is recommended

13 April 1953

MEMORANDUM FOR: Secretary, Efficiency Awards Committee
FROM: Chief, General Services
SUBJECT: Employee Suggestion - Number 188

1. There is unquestionably a need for a standard Agency filing system as proposed in this suggestion and the development and adoption of such a system is a principal objective of our Records Management program.

2. Actual development of a standard system that would meet the specialized requirements of this Agency was started in August of 1952. An initial printing of the proposed filing manual has been received and is now under consideration for approval as the Agency standard. This manual will be presented in a Records Management Training course starting 14 April, which is being given by the Agency for newly designated Records Officers for the various operating offices. Also, it is anticipated that the Office of Training will include instructions in this system in their courses when final approval has been given.

3. The Navy filing system, as suggested for our use, is a good one. It has been in operation for approximately 50 years and could be adapted to our subject matter. We feel, however, that the Subject-Numeric system has a certain advantage over the Navy system and for this reason have used it in developing the proposed Agency manual. The Subject-Numeric system is the one sponsored by the Records Management Division of the General Services Office which has been established with the responsibility for coordinating and assisting in the development of Records Management Programs throughout all government agencies. The system is in use in many of the older agencies and practically all of the emergency agencies established in the last few years.

4. No evaluation of the suggestion is being given because it is believed the suggestor will not be eligible for an award.

SIGNED

25X1A

GSO/RMDE/TLS:ew (8 April 1953)

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